BONNEVILLE
POWER ADMINISTRATION

Transmission Business Line (TBL)

DRAFT
Instructions for The Short-Term Reservation Process
July 9, 2003

Software development to implement the new Short-Term Reservation Process and for the new Firm Redirect Business Practice is currently ongoing. The instructions contained in this document are intended as a preliminary guide to the steps necessary to make a Short-Term Reservation or to redirect existing service. These instructions will be subject to change as software is more fully developed and testing of the process has been completed. All italicized items are customer action items.

*Italics indicate action required by customer

A.   ATC Available

1.   *Customer enters OASIS*

2.   *Customer checks for ATC availability*

3.   *Customer submits request*

   - *Request includes the same data as currently required plus partial service parameters*

   - *Partial service parameters include: minimum acceptable capacity, minimum acceptable duration, and whether duration or capacity is the highest priority*

   - *If no parameters are provided no partial offer will be made to the customer*

4.   OASIS sets status to QUEUED

5.   OASIS returns an ARef (#123456) to the customer

6.   ETMS scans OASIS for requests in QUEUED status

7.   ETMS performs the validation process on queued requests

8.   ETMS performs ATC check

9.   If ATC is available ETMS sets status to ACCEPTED

10. ETMS encumbers ATC on the requested path

11. *Customer queries their ACCEPTED requests*

12. *Customer withdraws or sets status to confirmed*

13. If customer confirms ETMS decrements ATC on the reserved path

14. If customer withdraws ETMS returns encumbered ATC to inventory

B. ATC Unavailable

1 to 8. Process is the same for steps one through eight

9. Service is denied if ATC is unavailable

10. If ATC is encumbered the request is held as pending until the status of the encumbered ATC is finally determined.

C. Partial Service Offer

1 to 8. Process is the same for steps one through eight

9. When there is insufficient capacity or duration to fully meet a customer's request a partial offer will be made to the customer that is consistent with partial parameters data provided by the customer.

10. ETMS encumbers ATC on the requested path

11. *Customer confirms*

12. ETMS decrements ATC on the requested path

13. If customer withdraws request ETMS returns encumbered ATC to inventory

D. Short-Term to Short-Term Redirect

1. *Customer enters OASIS*

2. *Customer checks for ATC availability*

3. *Customer submits request the same as in primary flow except that additional data must be provided for redirected service. The customer must provide the following additional data:*

   - *The request must be clearly identified as a request to redirect existing service*

   - *The ARef number must be provided*

- *The POR and POD from which service being redirected must be identified*

- *The POR and POD to which service is to be redirected must be identified*

- *The amount of capacity being redirected must be provided*

- *The duration of the redirected service must be stated*

  o *The customer must preconfirm requests for ST to ST redirects*

4.   Customer submits request

5.   OASIS sets status to QUEUED

6.   OASIS returns an ARef to the customer

7.   ETMS scans OASIS for requests in QUEUED status

8.   ETMS performs validation process on queued requests

9.   ETMS performs ATC check

10. If ATC is available ETMS sets status to Confirmed

- The demand specifications on the original path are maintained until the request to redirect is confirmed

- The customer may continue to schedule up to the maximum demand over the original path until the start date of redirected service

- ETMS will RECALL redirected demand from Original Reservation and return the capacity to ATC inventory

  o ETMS will decrement ATC for the Redirected Reservation

E.   Short-Term Redirect of a Long-Term Reservation

Procedures for Long-Term Reservation to Short-Term Redirects are still in development. Long-Term PTP agreements that are set-up as single POR to single POD is expected to be implemented similar to the Short-Term to Short-Term redirect process described in section D. As soon as procedures for contracts with multiple PORs to multiple PODs are developed they will be shared with customers.